

**NC DIVISION OF MH/DD/SAS-SUBSTANCE ABUSE SERVICES
WORK FIRST/SUBSTANCE ABUSE INITIATIVE
PROGRAM MONITORING**

2009/2010

LME:	Date:
Contract Provider:	
Rating Codes: 0 = No 1 = Yes	Rating
1. There is a signed copy of the Memorandum of Agreement between the LME and/or Contract Provider and the county department of social services for each county in the LME's catchment area.	
2. Each Memorandum of Agreement contains the intent of the MOA.	
3. Each Memorandum of Agreement contains responsibilities of each agency (individual and joint).	
4. Each Memorandum of Agreement contains identified designated staff for county DSS.	
5. Each Memorandum of Agreement contains identified designated staff for LME/Contract Provider.	
6. Each Memorandum of Agreement contains signatures of the Director of each agency.	
7. Each Memorandum of Agreement contains the effective date.	
8. There is evidence that the Memorandum of Agreement has been reviewed within the last 12 months prior to the monitoring date (at a minimum).	
COMMENTS:	
REVIEWER:	

NC DIVISION OF MH/DD/SAS
2009/2010
WORK FIRST SUBSTANCE ABUSE INITIATIVE - PROGRAM
MONITORING INSTRUCTIONS

Note:

The following instructions apply to each county in the LME's catchment area. Monitor should ask the LME for a list of all counties within their catchment area. If the LME/Contract Provider is out of compliance please note which county is out of compliance in the comments section

Question #1 The monitor will request to see a signed copy of a MOA between the LME and/or Contract Provider and each county department of social services in the LME's catchment area.

Question #2: The monitor will review each MOA to ascertain that each MOA contains the intent of the MOA (Work First/Substance Abuse Initiative).

Question #3: The monitor will review each MOA to ascertain that each MOA contains responsibilities of each agency (individual and joint responsibilities should both be listed).

Question #4: The monitor will review each MOA to ascertain that each MOA contains identified designated staff/positions for county DSS.

Question #5: The monitor will review each MOA to ascertain that each MOA contains identified designated staff/positions for LME/Contract Provider.

Question #6: The monitor will review each MOA to ascertain that each MOA contains signatures of both agencies' Directors.

Question #7: The monitor will review each MOA to ascertain that each MOA contains the effective date.

Question #8: The monitor will request to see evidence that the MOA was reviewed within the last 12 months prior to the audit.